

Executive Registry  
6-3794

~~CONFIDENTIAL~~

DEC 10 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Transfer of One Ceiling Slot from the Office of the Director to the Office of National Estimates

1. To provide for the functional requirements of the Secretariat of the Intelligence Advisory Committee, which were transferred from the Office of Intelligence Coordination to the Office of National Estimates in accordance with [redacted] dated 1 July 1954, it has been agreed by the Special Assistant for Planning and Coordination to transfer one ceiling position from his authorized staff to the Office of National Estimates. (See Tab A)

STATINTL

2. It is proposed to abolish Slot No. A-178.02, Intelligence Officer (General), GS-15, Office of the Special Assistant for Planning and Coordination and to transfer the ceiling allocation of one to the Office of National Estimates to establish a new position of Estimates Officer, GS-15 to function as a Special Assistant for IAC Affairs in the Office of the Assistant Director.

3. The Assistant Director for Personnel has concurred (See Tab B).

4. The Comptroller has concurred and states that sufficient funds are available in the FY 1955 operating budget. (See Tab C)

5. Approval of the following is recommended:

a. Deletion of position number A-178.02 from the Office of the Special Assistant for Planning and Coordination.

*to remove  
178.02 to ONE*

b. Transfer of one ceiling allocation from the Office of the Special Assistant for Planning and Coordination to the Office of National Estimates.

c. Establishment of an Estimates Officer position, GS-15 as Special Assistant for IAC Affairs in the Office of the Assistant Director for National Estimates.

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ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AD/P
- Tab C - Concurrence of Budget Div.

APPROVED:

Date:

*23 Dec 54*

FOIAb3b

  
L. K. WHITE  
Deputy Director  
(Administration)

DISTRIBUTION:

- Orig. & 1 - Office of Personnel
- 2 - DD/A
- 2 - Asst. to the DD/I (Admin)
- 2 - O/SA/PC/DCI
- 1 - Comptroller
- 1 - MS Comeback

TAB

~~SECRET~~

Approved For Release 2000/04/14 : CIA-RDP78-03568A000900150005-1

10893

MS-253  
a.1

1 September 1954

MEMORANDUM FOR: Deputy Director/Administration  
ATTENTION : Management Staff  
SUBJECT : Transfer of One Ceiling Slot to ONE

STATINTL

1. [redacted] provided for the transfer of the functions of the Secretariat of the Intelligence Advisory Committee from the Office of Intelligence Coordination to the Office of National Estimates.

2. The transfer of the ceiling allocation of OIC from the DD/I to the Special Assistant for Planning and Coordination was with the understanding that ceiling provision, as appropriate, would be made at a later date for maintenance of the Secretariat functions by ONE.

3. Agreement has now been reached with the SA/PC for the transfer of one ceiling position from his current allocation to ONE to provide for the necessary staff and clerical requirements of the function.

4. It is, therefore, requested that the necessary action be taken to transfer one ceiling slot from the O/SA/PC to ONE. ONE will submit under separate cover to the Classification and Wage Division a job description for the new T/O position to be established.

[redacted]

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Assistant to DD/I (Admin.)

CONCUR:

[redacted]

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Acting Assistant Director/  
National Estimates

[redacted]

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Office of Special Assistant for  
Planning and Coordination

#850  
218  
9-14-54

Approved For Release 2000/04/14 : CIA-RDP78-03568A000900150005-1

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SEP 13 1954

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MS-253  
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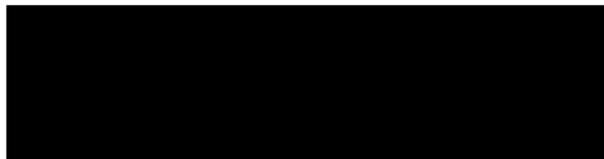
DEC 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Transfer of Position from Office of the Director to ONE

REFERENCE : Memorandum, from Assistant to the DD/I (Admin) to the DD/A dated 1 September 1954, subject: Transfer of One Ceiling Slot to ONE (MS-253)

1. This Office has reviewed attached subject proposal for the transfer of a position from the Planning and Coordination Staff, Office of the Director to the Office of National Estimates.
2. As a result of classification discussion with ONE, subject proposed position has been approved as Estimates Officer GS-0132.42-15 by this Office, with ONE concurrence.



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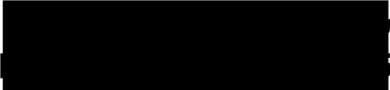
Assistant Director for Personnel

Attachment  
Referenced Memorandum

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TAB

Approved For Release 2000/04/14 : CIA-RDP78-03568A000900150005-1



253

0005-1

*Office Memorandum*

UNITED STATES GOVERNMENT

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TO : Chief, Management Staff

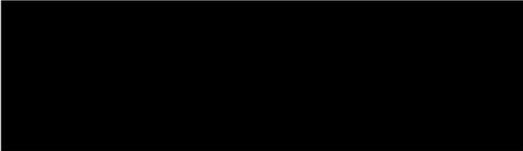
DATE: 21 September 1954

FROM : Chief, Budget Division

SUBJECT: Transfer of Ceiling Slot to Office of National Estimates

1. Reference is made to memorandum from the Assistant to the DD/I (Admin.) to the Deputy Director/Administration dated 1 September 1954 regarding the transfer of one ceiling slot from the Office of Special Assistant for Planning and Coordination to the Office of National Estimates.

2. Sufficient funds are included within the current budget of the Office of Special Assistant for Planning and Coordination for transfer to Office of National Estimates to provide for this slot.



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SEP 23 1954